



JOHN & JOHN

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HOW TO ADD YOUR CONTACTS LIST TO GMAIL: CONTACTS IMPORT MADE EASY

Gmail is, for most of the time, quite simple to use. However, managing and creating contacts can be confusing, especially if your contacts are not stored in your Gmail app/desktop.

This guide will show you how to import contacts from Outlook or iOS.

How Can I Add Contacts To My Gmail Account?

People assume that Gmail contacts are saved in Gmail. However, this is not the case.

Google Contacts is the dedicated app for contact, just as there are separate Google apps for spreadsheets, documents, and scheduling.

You can view your contacts in the Gmail draft windows, but you can't create or manage them directly from Gmail.

You can do this in Google Contacts. To reach it, go to contacts.google.com. Or click the "Google Apps" icon (nine dots on a grid of 3X3 pixels) in your Gmail homepage screen.

Add A Single Contact

Open Google Contacts.

Click "Create Contact".

Complete the fields with relevant information for the person/organization, and then click "Save".

Make Contacts With The Most Frequently Used Emails

Google/Gmail stores contact information for organizations and people you

You must ensure that your contacts are synced with iCloud before you export them. These steps assume you've done it before. If you don't or don't know how to do this, [click here](#).

- 1. You have to Sign-in [icloud.com](#) with your Apple ID*
- 2. Choose "Contacts" from the iCloud home screen.*
- 3. Click on the "Setting" icon at the bottom of your screen. Next, select "Select all":*

Click on the contact photos to select individual contacts.

- 4. Next, click the "Settings" icon and then click "Export VCard".*

*All your iOS contacts will automatically be downloaded to your computer in a.vcf format, **ready for use with Google Contacts**.*

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